KSIS Notification: Safe Schools Validation Reports

Subject	**KSIS Notification: Safe Schools Validation Reports**
From	Barnette, Garnetta - Division of Enterprise Data
To	All State KSIS Contacts
Sent	Tuesday, May 14, 2013 10:17 AM

Dear KSIS contacts,

The email below was sent to all safe school coordinators last week.

Garnetta Barnette, Systems Consultant
Office of Knowledge, Information and Data Services (KIDS)
5th Floor Capital Plaza Tower, 500 Mero Street
Frankfort, KY 40601
Phone: 502-564-2020 ext. 2474
FAX: 502-564-1543
Email: garnetta.barnette@education.ky.gov
Effective Monday, April 15th, my extention changed to 2474.

From: Newton, Windy - Division of Student Success
Sent: Thursday, May 09, 2013 9:28 AM
Subject: Safe Schools Validation Reports
Importance: High

Good morning!
This email and attachment will detail each error/warning on the Safe Schools validation report, it details known issues and how to proceed with verification of your data. The attachment should be disseminated to the staff in your schools responsible for the data verification process.

Please note I am numbering the errors as they will be numbered in your next release of IC, E.1318, scheduled for next week.

ER01: State resolutions of suspension, expulsion or corporal punishment without an end date/time. The errors must be **resolved**.
>To
>Resolve:

- Go to student behavior record
- Click on Incident ID hyperlink

  Incident Detail
  Incident ID: ID 17478

- Scroll to bottom of screen, click on the Resolution hyperlink

  IN-HOUSE SUSPENSION (Resolution ID: 19848)

- Enter End Date and/or Time

  Resolution End Date: Resolution End Time:

- Save Record

ER02: A state resolution of suspension, expulsion or corporal punishment and event does not have a law or board violation selected. NOTE: this error excluded INSR resolutions. The errors must be **resolved**.

    To Resolve:
- Go to student behavior record
- Click on Incident ID hyperlink

Incident Detail	
Incident ID:	ID 17478

- Scroll to bottom of screen, click on the Event hyperlink

📁 DEFIANCE OF AUTHORITY (Event ID: 17814)

- Select the appropriate law or board violation

Law Violation

Board Violation

- Save Record

ER03: Events do not have a participant selected. KNOWN ISSUE: Error is producing for events that do not have a safe schools qualifying law/board violation or state resolution. The errors can be **disregarded**.

ER04: Incident Date is not within enrollment. KNOWN ISSUE: Error is producing for events that do not have a safe schools qualifying law/board violation or state resolution The errors should be reviewed, if incident is for documentation only purposes, i.e., Attendance Letter, Court Findings, etc…the errors can be **disregarded**. If the error is qualifying law/board violations, the error should be **resolved**.

    To Resolve:
- Go to student behavior record
- Click on Incident ID hyperlink

Incident Detail	
Incident ID:	ID 17478

- Correct Incident Date to fall within student's enrollment

WA01: Suspension/Attendance dates and/or times are inconsistent. The warnings must be **resolved**.

    To
    Resolve:

- Compare student's SSP3 resolution start/end dates and times to student's attendance check in/out times, they must be exact.
- Adjust dates or times accordingly, check out time is the official record

Start Date:	02/12/2013	Start Time:	7:40 AM
End Date:	02/25/2013	End Time:	2:20 PM

02/25/2013 Mon MAIN	S	S	S	S	S
02/22/2013 Fri MAIN	S	S	S	S	S
02/21/2013 Thu MAIN	S	S	S	S	S
02/20/2013 Wed MAIN	S	S	S	S	S
02/19/2013 Tue MAIN	S	S	S	S	S

02/25/2013 Mon MAIN	S	S	S	S	S
02/22/2013 Fri MAIN	S	S	S	S	S
02/21/2013 Thu MAIN	S	S	S	S	S
02/20/2013 Wed MAIN	S	S	S	S	S
02/19/2013 Tue MAIN	S	S	S	S	S
02/18/2013 Mon MAIN	S	S	S	S	S
02/15/2013 Fri MAIN	S	S	S	S	S
02/14/2013 Thu MAIN	S	S	S	S	S
02/13/2013 Wed MAIN	S	S	S	S	S
02/12/2013 Tue MAIN	S	S	S	S	S

WA02: Missing Student Demographic. The warnings must be **resolved**; if a district has this warning, a support ticket with IC must be opened to resolve issue.

WA03: Student Resolution Date is not within Enrollment. KNOWN ISSUE: The logic of the warning is producing an error when incident date happens in one enrollment and the resolution starts in a subsequent enrollment. The warnings can be **disregarded**.

WA04: Overlapping sate resolutions of suspension, expulsion or corporal punishment. The warnings must be **resolved.**
   To resolve:
   - Find overlapping resolutions

Resolution Type:	IN-HOUSE SUSPENSION
State Code:	INSR: In-School Removal
Assign Date:	04/30/2013
Start Date:	04/30/2013
Start Time:	8:00 AM
End Date:	05/02/2013
End Time:	2:45 PM
Behavior Admin Staff Name:	
Resolution Details:	
Resolution Type:	Out of School Suspension
State Code:	SSP3: Out of School Suspension
Assign Date:	04/30/2013
Start Date:	05/02/2013
Start Time:	8:00 AM
End Date:	05/03/2013
End Time:	2:45 PM

   - Adjust dates and/or times so that second resolution does not start before first resolution has ended
   - Click on Incident ID hyperlink

Incident Detail	
Incident ID:	ID 17478

   - Adjust end date/time so it does not overlap the start date/time of second resolution

State Code: INSR: In-School Removal			Category: Minor	
Resolution Assign Date:	Resolution Start Date:	Resolution Start Time:	Resolution End Date:	Resolution End Time:
04/30/2013	04/30/2013	08:00 AM	05/01/2013	02:45 PM

- Save resolution

As always, please call me if there are errors/warnings you cannot resolve or if you have additional questions. Thank you!

Windy L. Newton
Division of Student Success
Office of Next Generation Schools and Districts
(502) 564-4772